

Initial Educator Advancement Application Checklist

- ☐ If required, have you submitted your fingerprints through Fieldprint?
- ☐ If required, have you scanned any documentation to upload into the Conduct and Competency questionnaire?
- ☐ Have you submitted your PDP verification through either QEI or WECAN?
- ☐ Have you obtained employment verification form(s) showing at least three years of experience in your license category (or five years if you are advancing based on out of state experience)?
- ☐ Have you scanned the employment verification form(s) into a file that is 2 MB or less?
- ☐ Have you created a WAMS ID through the WAMS Self-Registration?
- ☐ Have you onboarded and found your licenses?
- ☐ Do you have a credit card or pre-paid credit card?

WHEN YOU CAN CHECK OFF EVERY BOX, YOU ARE READY TO SUBMIT YOUR APPLICATION. YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THE PROCESSING IS COMPLETED, AT WHICH TIME YOU MAY LOG BACK IN TO PRINT A COPY OF YOUR LICENSE. DPI NO LONGER MAILED OUT LICENSE CERTIFICATES.

Option 1: Advance with PDP

Manage Your EXISTING LICENSE(S)

An application against an existing license is **only required when the license expires this calendar year**. See [directions](#) for important details.

Teacher: Initial
Educator Teacher
5 Year
#1001095342

Teacher: Advance Initial Educator License to Professional License [5020]

Go!

Option 2: Advance with five years out of state experience

Manage Your EXISTING LICENSE(S)

An application against an existing license is **only required when the license expires this calendar year**. See [directions](#) for important details.

Teacher: Initial
Educator Teacher
5 Year
#1001095342

Teacher: Advance Initial Educator to Professional License Based on Out-Of-State Experience [5025]

Go!